



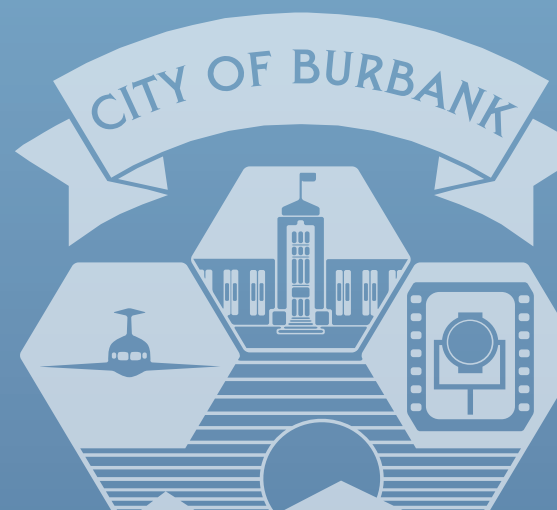
Fiscal Year
2014-2015

Consolidated Plan Annual Report

City of Burbank



September 2015



CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT

FISCAL YEAR 2014-2015

Introduction

The City of Burbank's (City) FY 2014-15 Consolidated Annual Performance Evaluation Report (CAPER) is the second year-end performance evaluation under the 2013-2018 Consolidated Plan. The CAPER discusses affordable housing outcomes, homelessness and special needs activities, non-housing community development activities, and other actions in furtherance of the City's Annual Action Plan Programs and Projects for Fiscal Year (FY) 2014-15 (July 1, 2014 to June 30, 2015). This document will be formatted using HUD's CAPER template, which will be submitted via online by way of the Integrated Disbursement and Information System (IDIS).

The City receives Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) funds each year from the federal government to support housing and community development activities that principally benefit low and moderate-income households. To receive these federal funds, the City must adopt a five-year strategic plan that identifies local needs, and how these needs will be prioritized and addressed using these federal funds. In May of 2013, the Burbank City Council adopted a five-year (FY 2013/14–2018/19) Consolidated Plan. Burbank's Consolidated Plan builds upon several other related planning documents, including: the City's 2014-2021 Housing Element; the City's Capital Improvement Plan for 2012/2013, and; the Blue Ribbon Task Force on Affordable Housing Recommendations adopted in 2004.

Strategic Plan Summary

The Consolidated Plan's strategy to meet the needs of the community, referred to as a Strategic Plan, provides the general priorities and rationale for Burbank's investment of federal funds. The City identified eight priority needs for the community and the corresponding goals to address them. The priority needs were formed based on the national objectives and outcomes supported by HUD.

Objectives

The national objectives originate from the statutory purposes of the formula grant programs:

- Provide decent affordable housing. The activities that typically would be found under this objective are designed to cover a wide range of housing possibilities under HOME and CDBG.
- Creating a suitable living environment. In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- Creating economic opportunities. This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

The outcomes reflect what the grantee seeks to achieve by the funded activity. The City associates the national objectives to these outcomes.

- Availability/Accessibility;
- Affordability; and
- Sustainability.

On the tables that follow, the City's strategy to meet HUD's national objectives and outcomes is described in Table 1: Burbank 2013/14 - 2017/18 Consolidated Plan Program by HUD Objectives and Outcomes. Table 2 indicates the five-year Strategic Plan Priority Needs and corresponding Goals for each need.

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Table 1 – Burbank 2013/14 – 2017/18 Consolidated Plan Programs By HUD Objectives and Outcomes			
OBJECTIVE	OUTCOMES		
	AVAILABILITY / ACCESSIBILITY	AFFORDABILITY	SUSTAINABILITY
DECENT HOUSING	Implementing Programs: <ul style="list-style-type: none"> Compliance with the American with Disabilities Act Implement a reasonable accommodation process 	Implementing Programs: <ul style="list-style-type: none"> Focus Neighborhood Revitalization Section 8 Rental Assistance 	Implementing Programs: <ul style="list-style-type: none"> Provide residential services on energy and water efficiency Implement California Green Building Standards Code
SUSTAINABLE LIVING ENVIRONMENT	Implementing Programs: <ul style="list-style-type: none"> Community Center and Parks and Recreation Facilities Infrastructure Improvements Youth Services Childcare Services Emergency Services Disability Services Senior Services Health Services Other Public Services 	Implementing Programs: <ul style="list-style-type: none"> Transitional housing, supportive housing, and possible single-room occupancy hotels in residential and commercial zones Address Regional Housing Needs Assessments Increase Affordable Housing under Density Bonus and Inclusionary Housing Ordinances 	Implementing Programs: <ul style="list-style-type: none"> Neighborhood community gardens Code Enforcement activities Foster community engagement Implement the Burbank 2035 – General Plan
ECONOMIC DEVELOPMENT	Implementing Programs: <ul style="list-style-type: none"> Employment Training Job Creation 	Implementing Programs: <ul style="list-style-type: none"> Team Business 	Implementing Programs: <ul style="list-style-type: none"> Support Business Improvement Districts (Property and Tourism) Expand the growth of Green Technology Businesses in Burbank

TABLE 2 – (2013/2014 – 2017/2018) PRIORITY NEEDS AND GOALS CITY OF BURBANK	
Priority Needs	Goals
1. Sustain and Strengthen Neighborhoods	Affordability accessibility (Neighborhood Revitalization)
2. Preserve Existing Affordable Housing	Section 8 Rental Assistance and monitor restricted rental/homeownership units
3. Homelessness	Homeless Programs and supportive services
4. Public Facilities	New construction or rehabilitation of community centers, recreational facilities, public facilities
5. Infrastructure	Infrastructure improvements
6. Public Services	Accessibility and availability to low-income persons
7. Economic Development	Accessibility and Sustainability of job creation for low-income persons
8. Other Programs and Community Development (Administration)	Management and reporting on five-year goals and outcomes, fair housing activities, and federal requirements

Summary

The City received a total of \$9,558,393 in federal funding to address the goals and objectives of the FY 2014-15 Action Plan. Specifically, the CDBG entitlement amount for FY 2014-15 was \$898,083. Prior year program income was \$182,655 from deferred loan repayments resulting in a total of \$1,080,738 for CDBG. HOME funding for FY 2014-15 was \$355,032, and the Section 8 Housing Choice Voucher Program renewal funding was \$8,122,623 for calendar year 2014.

Based on the limited amount of federal and non-federal resources available for housing and community development projects and programs, the City addressed the needs having a high priority level in FY 2014-15. The Annual Action Plan addressed the following programs and activities:

Housing

- Utilized Section 8 Housing Choice Vouchers to its fullest capacity based on funding; and
- Monitored restricted affordable rental/owner units throughout the City.

Homeless Needs

- Participated in the Los Angeles County/City Continuum of Care (LACoC) 2015 Homeless Count;
- Launched a pilot Work Initiative Program serving homeless and those at-risk of becoming homeless geared at providing housing, job readiness, and supportive services;
- Supported public service programs that assist the homeless with emergency services and shelter;
- Provided a seasonal Burbank Homeless Street Outreach Program that connected the homeless to shelter and services; and
- Applied for HUD Permanent Supportive Housing Project Based Vouchers in collaboration with local non-profits.

Other Special Needs

- The City approved a new five-year (2014-2018) Analysis of Impediments to Fair Housing Choice;
- Assisted renters/owners with information on accessibility to decent and safe living conditions through Landlord/Tenant advocacy;
- Worked toward creating new partnerships that will enhance the collaboration between public and private organizations, public institutions, and social service agencies in serving low to moderate-income households; and
- Supported public service programs that support youth, disabled individuals, and seniors;
- Facilitated the pre-development of new projects and programs for the investment of CDBG funding that help accomplish the Consolidated Plan Goals and Objectives.

Goals and Outcomes (CR-05)

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Table 3 below illustrates the City's FY 2014-15 Annual Action Plan outcomes (based on defined units of measure) as it compares to the five-year Consolidated Plan aggregate (2013/14-2017/18).

5 –Year Goals – High Priority	Category	5 year Source / Amount	Indicator	Unit of Measure	5 year Expected – Strategic Plan	Actual – Strategic Plan (year to date)	Percent Complete (year to date)	Expected – FY 2014-15	Actual – FY 2014-15	Percent Complete – FY 2014-15
Focus Neighborhood Revitalization	Affordable Housing	HOME: \$1,400,000	Rental units rehabilitated	Units	15 units	11 units	73%	3 units	0 units	0%
Section 8 Rental Assistance	Housing Rental Assistance	Section 8: \$39,000,000	Rental assistance	Households Assisted	60,840 ¹	23,490	39%	12,168 (1,014 *12)	11,785	97%
Community Center and Parks and Recreation Facilities	Non-Housing Community Development	CDBG: \$1,000,000	Provide new and improve existing public facilities	Projects Completed	5 Projects	4 Projects	80%	1 Project	1 Project	100%
Infrastructure Improvements	Non-Housing Community Development	CDBG: \$2,500,000	Infrastructure improvements in LMI areas	Projects Completed	5 Projects	2 Projects	40%	1 Project	1 Project	100%
Youth Services	Non-Housing Community Development	CDBG: \$240,000	Community services to LMI persons	Persons Assisted	6,475 Persons	602 Persons	9%	1,295 Persons	239 Persons	18%

¹ The Section 8 voucher utilization is based on a unit months leased from July 1 to June 30. The unit months available is a constant 12,168 (1,014 vouchers x 12 months). In FY 2014-15, the units months leased was 11,785 based on funding availability, as reported to HUD by the Burbank Housing Authority.

Childcare Services	Non-Housing Community Development	CDBG: \$30,000	Community services to LMI persons	Persons Assisted	50 Persons	20 Persons	40%	10 Persons	11 Persons	100%
Emergency Services	Non-Housing Community Development	CDBG: \$250,000	Housing and services for the homeless and community services to LMI persons	Persons Assisted	5,000 Persons	1,531 Persons	31%	1,000 Persons	795 Persons	80%
Services for the Disabled	Non-Homeless Special Needs	CDBG: \$48,000	Community services to LMI persons	Persons Assisted	500 Persons	4 Persons	1%	100 Persons	1 Person	1%
Senior Services	Non-Housing Community Development	CDBG: \$30,000	Community services to LMI persons	Persons Assisted	100 Persons	93 Persons	93%	20 Persons	53 persons	100%
Health Services	Non-Housing Community Development	CDBG: \$115,000	Community services to LMI persons	Persons Assisted	1,275 Persons	693 Persons	54%	255 Persons	398 Persons	100%
Other Public Services	Non-Housing Community Development	CDBG: \$152,000	Community services to LMI persons	Persons Assisted	1,575 Persons	292 Persons	19%	315 Persons	28 Persons	8%
Employment Training	Non-Housing Community Development	CDBG: \$200,000	Community services to LMI persons	Persons Assisted	475 Persons	62 Persons	13%	95 Persons	18 Persons	19%
Job Creation	Non-Housing Community Development	CDBG: \$140,000	Economic development for LMI persons	Jobs Created	25 Jobs	underway	underway	5 Jobs	underway	underway

Table 3 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Consistent with the City's Priority Needs outlined in the Consolidated Plan, the City allocates the largest share of its CDBG funding to non-housing community development activities (public facilities, infrastructure, and public services), preceded by the community's housing needs and program administration funded by both CDBG and HOME. As previously mentioned, the Consolidated Plan five-year priorities for assistance with CDBG and HOME funds takes into consideration several factors such as: 1) those households most in need of housing and community development assistance, as determined through the Consolidated Plan needs assessment, consultation, and public participation process; 2) which activities will best meet the needs of those identified households; and 3) the extent of other non-federal resources that can be utilized to leverage/match CDBG and HOME funds to address these needs.

Overall, the approved projects and programs in the FY 2014-15 Annual Action Plan assisted as many participants as possible with limited resources available. The City contributed the maximum allowable for CDBG Public Services (15 percent of the annual allocation plus 15 percent of program income during the prior period); however, the number of persons assisted with affordable housing, youth services; services for the disabled; employment training/creation; and other public services were significantly below the expected outcomes. As a reminder, results will vary from year to year. There are currently two FY 2014-15 projects underway (one community facility project and one infrastructure project). Further, the City's outcomes projected for job creation are underway with the launch of the pilot Work Initiative Program. The outcomes for projects and programs that are underway will be included in the FY 2015-16 Consolidated Plan Annual Report.

Racial and Ethnic Composition of Families Assisted (CR-10)

The table shown below describes the families assisted under the CDBG and HOME Programs.

	CDBG	HOME	TOTAL
White	1,211	0	1,211
Black or African American	137	0	137
Asian	41	0	41
American Indian or American Native	8	0	8
Native Hawaiian or Other Pacific Islander	3	0	3
Hispanic	632	0	632
Not Hispanic	135	0	135
Total	2,167	0	2,167

Table 4 – Table of assistance to racial and ethnic populations by source of funds

Narrative

For program year 2014-15, the majority of CDBG allocation was invested in Community Development and non-Community Development activities, such as community facilities, infrastructure, public services, and economic development. As a result, approximately six percent of African Americans participating in CDBG funded activities or services received some type of assistance. These outcomes help address the disproportionate housing needs of African Americans compared to other racial and ethnic groups, as identified in the Comprehensive Housing Affordability Strategy (CHAS), a custom tabulation of census data from the U.S. Census Bureau. While White residents continue to comprise the majority of the City's population (58 percent or 60,265 persons), the City's Hispanic residents is 25 percent or 25,310 persons. As described in the table above, a total of 632 Hispanic residents received some type of assistance from CDBG funded activities or services.

Resources and Investments (CR-15)

Identify the resources made available

Source of Funds	Source	Expected Amount Available (FY 2014-15)	Actual Amount Expended (prior year funds included)
CDBG	HUD	\$1,080,738	\$1,175,486
HOME	HUD	\$355,032	\$1,408,273
SECTION 8	HUD	\$8,122,623	\$7,970,514
	Total	\$9,558,393	\$10,554,273

Table 5 - Resources Made Available

Narrative

During FY 2014-15, the City received \$9,558,393 in federal funding to address the goals and objectives of the FY 2014-15 Action Plan. Specifically, the CDBG entitlement amount for FY 2014-15 was \$898,083. Prior year program income from deferred loan repayments was \$182,655 resulting in a total of \$1,080,738 for CDBG. HOME funding for FY 2014-15 was \$355,032, and the Section 8 Housing Choice Voucher Program renewal funding was \$8,122,623.

The expenditures during the 2014-15 program year totaled \$10,554,273 from federal resources which addressed the needs of extremely, low, and moderate-income persons. CDBG expenditures included projects and programs approved in FY 2014-15 and from prior years. A total of \$1,408,273 in HOME expenditures was related to the acquisition of a residential building for the purpose of affordable housing. The Section 8 expenditure of \$7,970,514 was generated from Housing Assistance Payments.

Geographic Distribution of Investments (Citywide unless specified)

Below is a description of Section 8, CDBG and HOME funding by geographic areas, including the areas of low-income and minority concentration in which the City directed assistance during the FY 2014-15 program year. Except for Focus Neighborhood Revitalization, the majority of investments are citywide.

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Preserve Affordable Rental Housing	Section 8: 100%	100%	Section 8 Program
Focus Neighborhood Revitalization	HOME: 100%	100%	The City allocated HOME funding for future affordable housing activities
Community Centers/Parks and Recreation Facilities	CDBG: 21%	18%	Boys and Girls Club
Infrastructure Improvements	CDBG: 53%	46%	Burbank Public Works
Youth Services	CDBG: 5%	2%	Salvation Army, Boys and Girls Club, Burbank Coordinating Council
Childcare Services	CDBG: 1%	1%	Burbank Community YMCA
Emergency Services	CDBG: 6%	6%	Burbank Temporary Aid Center, Family Service Agency
Disability Services	CDBG: 1%	1%	BCR A Place To Grow
Senior Services	CDBG: 1%	1%	Armenian Relief Society, Burbank Noon Lions
Health Services	CDBG: 1%	1%	Kids Community Dental Clinic
Other Public Services	CDBG: 2%	1%	Burbank Library
Employment Training & Retention	CDBG: 7%	3%	Family Promise of the Verdugos, Summer Youth Employment Program
Administration	CDBG: 20%	20%	Program Administration, Fair Housing Council

Table 6 – Identify the geographic distribution and location of investments

Narrative

The City geographic target areas are City-wide, except for the City's five Focus Neighborhood Revitalization areas. The Housing and Economic Development Division administers the Focus Neighborhood Revitalization Program, which includes: Verdugo-Lake; Elmwood; Golden State; Peyton-Grismer; and Lake-Alameda. Within these neighborhoods, the City will strategically invest HOME funds to assist non-profits and/or Community Housing Development Organizations in acquiring, rehabilitating, redeveloping, and managing rental properties as long-term affordable housing. In exchange of the HOME investment, the City will place covenants on properties acquired by the non-profit or Community Housing Development Organization to ensure long-term affordability and strong property management.

Leveraging

The City is required to provide a 25 percent match for HOME funds drawn down between October 1st and September 30th, the federal fiscal year. The City leverages resources among the formula grant programs. For example, the HOME Program is matched by a variety of sources, including: private and public investment; in-kind services; and City General Funds. Historically, the City has met the HOME match by layering former redevelopment tax increment with HOME-assisted affordable housing acquisition and rehabilitation. As a result of past redevelopment tax increment contributions by the former Burbank Redevelopment Agency toward affordable housing activities, the City has a surplus of match credits. The match carry-over surplus is \$7,722,677.45 from prior fiscal years.

The City's HOME match liability for FY 2014-15 is \$341,652. The match requirement will be met by utilizing the excess match surplus of \$7,722,677.45 and \$665,188 from a Multi-Family Housing Program loan from the California Department of Housing and Community Development layered with HOME funds.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$7,722,677.45
2. Match contributed during current Federal fiscal year	\$665,188
3 .Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$8,387,865.45
4. Match liability for current Federal fiscal year	\$341,652
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$8,046,213.45

Table 7 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
MHP-CA	FY 14-15	\$665,188						\$665,188

Table 8 – Match Contribution for the Federal Fiscal Year

HOME Program Income

During FY 2014-15, there were no HOME Program Income revenues generated, expended, or carried over as a result of loan repayments or recaptured funds.

Minority Business Enterprises (MBE)/Women Business Enterprises (WBE) Report

The HOME MBE/WBE Report, HUD Form-40107, which details contracts/subcontracts awarded to minority and women business enterprises on HOME-assisted development projects is as follows.

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
Sub-Contracts						
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0
	Total	Women Business Enterprises	Male			
Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			
Sub-Contracts						
Number	0	0	0			
Dollar Amount	0	0	0			

Table 9 – Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0					
Dollar Amount	0					

Table 10 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired	0					
Businesses Displaced	0					
Nonprofit Organizations Displaced	0					
Households Temporarily Relocated, not Displaced	0					
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	11			1	4	6
Cost	\$90,980					

Table 11 – Relocation and Real Property Acquisition

Affordable Housing (CR-20)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

The City proposed to achieve these one-year accomplishments based on the goals and objectives established in the City's five-year Consolidated Plan Priority Needs as indicated on Table 12.

In August 2013, the City Council approved an Affordable Housing Agreement among the City of Burbank, the Housing Authority of the City of Burbank and the Burbank Housing Corporation to acquire and rehabilitate an 11-unit residential building located at 1101 W. Verdugo Avenue and 1108 W. Angeleno Avenue (Property). The purpose of the acquisition is to provide housing and supportive services to United States Veterans affected by homelessness.

A total of \$1,366,482 in HOME funds were committed towards the Project for acquisition, relocation expenses, and rehabilitation of the 11 units. These funds were layered with \$665,188 in Multi-Family Housing Program (MHP) funds administered by the California Department of Housing and Community Development (HCD). Subsequent to the approval of the Project, significant changes were made to the Project's scope of work to enhance the livability and accessibility of the building for homeless veterans. As a result of the enhanced scope of work, the City of Burbank is proposing to commit an additional \$308,279 in HOME Funds to the Project by July 2015. Upon approval of the \$308,279 in HOME funds, rehabilitation will commence by summer 2015. The rehabilitation will include: two fully accessible units that would be compliant with the American with Disabilities Act; upgrades to plumbing and electrical systems; new kitchens and bathrooms; installation of new windows; air conditioning systems, and exterior site improvements. Rehabilitation activities will be completed by December 2015.

	One-Year Goal	Actual
Number of homeless households to be provided affordable housing units	0	0
Number of non-homeless households to be provided affordable housing units	0	0
Number of special-needs households to be provided affordable housing units	3	11 (1101 Verdugo & 1108 Angeleno Ave.)
Total	3	11 underway

Table 12 – Number of Households

The City's one-year accomplishments on Table 13 were based on FY 2014-15 Section 8 Housing Choice Voucher funding renewal. In an effort to use the Section 8 Program funding in an efficient manner, it is the policy of the Burbank Housing Authority to utilize

the Program funds to maximize the number of households that may be assisted based on funding. The Burbank Housing Authority has a total of 1,014 vouchers allocated by HUD or 12,168 unit months available (12 months). For FY 2014-15, the units months leased was 11,785 (based on funding) under the Section 8 Housing Choice Voucher Program. The Burbank Housing Authority's utilization of Section 8 vouchers will fluctuate month to month; therefore, the units months leased provides a complete total for the program year.

	One-Year Goal	Actual
Number of households supported through rental assistance ²	12,168 (unit months leased)	11,785 (unit months leased)
Number of households supported through the production of new units	0	0
Number of households supported through the rehab of existing units	0	0
Number of households supported through the acquisition of existing units	3	0
Total	12,171	11,785

Table 13 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City's FY 2014-15 one-year affordable housing goal was projected to be 12,171 (units months leased) from rental assistance through the Section 8 Program and affordable housing created through the acquisition and rehabilitation of residential dwellings. For FY 2014-15, the City assisted 11,785 households. In FY 2014-15, there were no HOME units completed.

The planned goal outcomes were based on quantifiable measures over the term of the Consolidated Plan and extent of other non-federal resources and programs available to address these goals. Due to the City's limited funding resources, continued decreases in federal funding allocations, and the elimination of the California Redevelopment Agencies, the annual outcomes are directly affected. The potential of further reductions to CDBG, HOME, and the Section 8 Program will further impact future annual action plans.

² The Section 8 voucher utilization is based on a unit months leased calculation from July 1 to June 30. The units months available is a constant 12,168 (1,014 vouchers multiplied by 12 months).

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Persons Served	CDBG Actual	HOME Actual
Extremely Low-income	1,174	0
Low-income	344	0
Moderate-income	25	0
Total	1,543	0

Table 14 – Number of Persons Served

Narrative Information

The total number of persons served in FY 2014-15 will vary from year-to-year based on available funding for CDBG and HOME. As previously discussed, funding priorities are based on the following assumptions: 1) five-year funding projections for CDBG and HOME; 2) a review of the City's funding allocations for programs and activities in the past five years; and 3) those households most in need of housing and community development assistance, as determined through the Consolidated Plan Need Assessment, Agency consultation, Community Needs Survey, and public participation.

Homeless and Other Special Needs (CR-25) 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through: Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

A component of the City's efforts to reach out to homeless persons involves a Burbank Street Outreach Program that is operated by Ascencia, a non-profit 501(c) 3 dedicated to ending homelessness one person, one family at a time. During a period of nine months (December 2014 through August 2015), street outreach services were provided serving a total of 222 unduplicated homeless by the Burbank Outreach Team. Of these 222 individuals, 45 completed a vulnerability survey (identifying medical, health, and vulnerabilities), 28 enrolled in case management, and 48 Burbank homeless were referred to emergency, transitional, and permanent supportive housing. In addition, 151 bus tokens were distributed to the Burbank homeless to access housing and other resources. The City will continue to explore opportunities to implement a seasonal or year-round Street Outreach Program with the support of partnerships and leveraging of funds.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City addresses the emergency needs of the homeless and other persons needing emergency shelter by actively participating in programs administered by public and quasi-public agencies. While no permanent year-round shelter exists within Burbank, from December 11, 2014 to March 15, 2015, an 80-bed winter shelter was operated by Hope of the Valley in the City of Pacoima. A total of 457 unduplicated clients utilized the winter shelter.

The City supports the motel voucher assistance program administered by the Burbank Temporary Aid Center (BTAC) through an annual allocation of CDBG funds, providing approximately 100 nights of motel vouchers annually. Under BTAC's motel voucher program, homeless persons receive a limited stay at local motels.

CDBG funds help support Family Promise of the Verdugos (formerly Family Promise of East San Fernando Valley), a non-profit organization serving circumstantial homeless families with obtaining permanent housing. Family Promise completed approximately four years of operations in Burbank on July of 2015. Their mission has been to move families with children from homelessness to lasting self-sufficiency. Associated with the national network of the same name, Family Promise advances a highly effective, sustainable and expandable service delivery drawing on resources of the faith community, churches, synagogues, mosques, and temples. The three main components of the program are outreach and screening, transitional housing, and extensive counseling and case management.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

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In an ongoing effort to continue to address the needs of the homeless and those at risk of homelessness, the City in partnership with housing advocates, nonprofits, and local organizations helped serve chronically homeless individuals and families, and veterans and their families.

In FY 2014-15, the City provided CDBG funding to support programs and activities that serve the chronically homeless and veterans. These programs and activities included:

Subrecipient: Burbank Temporary Aid Center
Funding: \$45,066
Activities: A total of 795 individuals and families were provided emergency services and case management. Services included utility assistance, perishable goods, transportation assistance, laundry and shower facilities, and rent assistance.

Subrecipient: Family Promise of the Verdugos
Funding: \$7,294
Activities: A total of 3 unemployed homeless families were provided job development assistance, counseling, mentoring, job placement, and temporary housing.

Subrecipient: Family Service Agency of Burbank
Funding: \$18,678
Activities: A total of 5 families are enrolled in the CARE Cottages Program for women of domestic violence. The Program provides a comprehensive clinical care, preventative psycho-educational programs, and advocacy to the adults and children.

Subrecipient: Fair Housing Council of East San Fernando Valley
Funding: \$20,000
Activities: A total of 72 persons were provided a variety of fair housing services including counseling for homeowners and renters, educational workshops, referrals to other agencies, and investigating allegations and complaints regarding unfair housing practices.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Homeless Prevention

The City works with both public and private sector organizations in coordinating resources and programs to serve individuals and families from becoming homeless. In FY 2014-15, the City in partnership with the Fair Housing Council of the San Fernando Valley provided a wide range of fair housing services to ensure equal housing opportunities for its residents. The Fair Housing Council also received referrals from the Burbank Landlord-Tenant Commission, who serves to minimize the evictions and unjust rent increases by mediating disputes between tenants and landlords.

Homeless individuals and families and those at-risk of homelessness have the opportunity to voluntarily participate in a Case Management Program offered by the Burbank Temporary Aid Center (BTAC). BTAC's Case Management Program continues to be successful at preventing homelessness. Through rental assistance, utility assistance and other resources, clients have been able to improve their situations.

Employment/Education

BTAC has entered into a partnership with Volunteers of America, Los Angeles and the City of Burbank for a Work Initiative Program, helping homeless return to work or improve work situations for those at risk of becoming homeless. The program will begin operating in July 2015. The VOALA staff will be housed at BTAC and work with the BTAC staff to determine good candidates for this program.

Transitional Aged Youth – Affordable Housing

Burbank Housing Corporation, in partnership with Family Service Agency provides transitional housing and supportive services for youth emancipated from the foster care system, as well as other at-risk youth between the ages of 18 to 22. The Program provides four units of transitional housing.

Health and Social Services

The Los Angeles County Department of Children and Family Services (DCFS), Department of Mental Health (DMH), and the Los Angeles County Sheriff's Department all have requirements stipulated by State law or County regulations requiring effective

discharge planning and specific transition plans to ensure that individuals and families are not discharged into homelessness.

The Burbank Police Department aligned with the Los Angeles County Department of Mental Health and created a co-response police/mental health clinical model (BMHET) to address the growing needs of those suffering from mental illness and homelessness. BMHET is comprised of BPD officers and a licensed Department of Mental Health clinician that works in tandem to provide sustainable mental health care for the homeless in need.

DRAFT

Public Housing (CR-30) 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City's Burbank Housing Authority does not own or operate public housing.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

Since the City does not own or operate public housing, the City will refer potential homebuyers to the County of Los Angeles' Community Development Commission.

Actions taken to provide assistance to troubled PHAs

Non-applicable.

DRAFT

Other Actions (CR-35) 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The City completed a comprehensive assessment of potential impacts that may affect housing development, availability of housing choices, and access to housing as a result of public sector impediments. The comprehensive assessment is known as the Analysis of Impediments to Fair Housing Choice for Fiscal Years 2014-15 to 2018-19. The City evaluated potential public and private sector impediments, which included planning and zoning regulations, building and accessibility codes, private sector impediments, real estate practices, and an analysis of mortgage lending practices. As a result of the analysis, on August 26, 2014, the City adopted the report, including actions that address fair housing impediments in the community.

In addition, the City has adopted numerous provisions in its zoning ordinance that facilitate a range of residential development types and encourage affordable housing.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City's strategy to address the obstacles in meeting the underserved needs is described in the City's five-year Strategic Plan. The Strategic Plan is the centerpiece of the Consolidated Plan (2013-2017). The City priorities for assistance with CDBG and HOME funds will be based on: 1) those households most in need of housing and community development assistance, as determined through the Consolidated Plan Needs Assessment, Service Provider/Agency consultation, Community Needs Survey, and public participation process; and 2) the extent of other non-federal resources and programs available to address the needs.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City has implemented HUD Lead Based Paint Regulations (Title X), which requires federally funded rehabilitation projects to address lead hazards. To reduce lead-based paint hazards in existing housing, all acquisition and rehabilitation projects undertaken by recipients of federal funds must test for lead and asbestos. In the event that a lead-based paint hazard is present, the City or recipient of federal fund contracts with a lead consultant for abatement or implementation of interim controls, based on the findings of the report. The recipient of federal funds must notify tenants of the results of the test and the clearance report. In Section 8 programs, staff annually inspects units on the existing program and new units as they become available. In all cases defective paint surfaces must be repaired. In situations where a unit is occupied by a household with children under the age of six, corrective actions will include testing and abatement if necessary, or abatement without testing.

Further, The City places brochures on the risks of lead based paint in the offices of the Community Development Department for the benefit of the public. The documents are provided by the Los Angeles County Childhood Lead Prevention Program (CCLLP) and HUD. CCLLP is responsible for enforcement of L.A. County's Lead Abatement Ordinance, including inspection, regulations and consultation.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Burbank operates the Workforce Connection Center located at 301 E. Olive Avenue, Suite 101, which offers a variety of activities designed to increase employment, job retention, earnings and occupational skills. The center is funded under the federal Workforce Investment Act and is part of the Verdugo Workforce Investment Consortium involving the cities of Glendale and La Cañada Flintridge. The Workforce Connection Center in Burbank is an annex of the Verdugo Jobs Center in Glendale. The Verdugo Workforce Investment Consortium provides funding to train and employ youth, veterans, disabled individuals, adults, and dislocated workers. From July 1, 2014 – June 30, 2015, WorkForce Connection had a total of 17,567 visitors.

The City of Burbank's Community Development Department continues to offer the Team Business Program. The Team Business Program provides free classes designed to help Burbank entrepreneurs learn, grow, and thrive. Participants gain invaluable business insights and learn real world examples. These unique classes are taught by local college and university professors, as well as reputable Burbank businesses. Team Business also offers on-site business training services customized to meet the specific needs of individual businesses as well as personal one-on-one consulting services provided by the Los Angeles Economic Development Corporation, all free of cost to Burbank businesses and residents.

The City further encourages the hiring of local low-income and very low income persons and qualified businesses for jobs, training, and contracting opportunities in CDBG and HOME financed capital improvement projects and property rehabilitation.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Burbank is a part of the Los Angeles Homeless Services Authority (LAHSA), the lead agency in the Los Angeles Continuum of Care (LA CoC). In an effort to build a relationship with LAHSA, and to expand opportunities to address the needs of the homeless in Burbank, the City participated in a 2015 Homeless Count. Results from the homeless count showed there to be 41,174 homeless men, women, and children in Los Angeles City and County. These numbers represent a 16 percent increase in the number of homeless since 2013 (35,524). Further, there was a total of 168 homeless living in Burbank, a six percent decrease compared to the 179 counted in 2013.

Annually, the City of Burbank and LA CoC will coordinate efforts to certify that housing and supportive service providers receiving funding from the LA CoC are consistently addressing the goals and objectives of the City of Burbank's Consolidated Plan. A Certificate of Consistency with the Consolidated Plan will be provided to the LA CoC.

Since March 2012, the City has supported the United Way of Greater Los Angeles' Home For Good Initiative on developing sustainable and effective permanent housing solutions to end chronic and veteran homelessness, including homeless prevention. The City supports the United Way's local strategy of a Housing First Approach, which removes barriers to help veterans obtain permanent housing as quickly as possible, without unnecessary prerequisites; prioritizing services to the most vulnerable; coordinating outreach efforts; and targeting rapid rehousing interventions among other strategies.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

In an ongoing effort to bridge the gap of various programs and activities, the City has developed partnerships and collaborations with local service providers and City departments that have been instrumental in meeting the needs and demands of the homeless, low income individuals and families, and other special needs. Over the years, the City has expanded partnerships and created new ones along the way. During FY 2014-15, the following partnerships/collaborations included:

- Hope of the Valley – operator of emergency shelter programs.
- Didi Hirsch – providing mental health services to Burbank homeless.
- Burbank Unified School District – to ensure students in transition receive their educational entitlements.
- New Way Foundation – providing residential and outpatient substance abuse and other counseling for adult men and women.
- Providence St. Joseph Medical Center – providing emergency medical care services and coordination to social service resources.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In FY 2014-15, the City, in collaboration with the Fair Housing Council of San Fernando Valley, completed a variety of activities to promote fair housing choice awareness and knowledge of state and federal fair housing laws. The activities are identified in the CAPER Appendix – Fair Housing Actions.

Monitoring (CR-40) 91.220 and 91.230

Description of the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City follows monitoring procedures for sub-recipients, which includes in-house review of quarterly progress reports and expenditures, and an annual on-site visit to ensure compliance with federal regulations. The monitoring system encourages uniform reporting to achieve consistent information on beneficiaries. Technical assistance is provided when necessary.

The City also performed project monitoring of all rent restricted affordable units assisted with HOME, CDBG, and the former Redevelopment Agency Housing Set-Aside Funds, and in accordance with 24 CFR 92.504 (d):

- Annual audits for compliance with regulatory agreement affordability covenants; and
- On site visits, which include property inspections of randomly selected units assisted with HOME, CDBG, and former Redevelopment Agency Housing Set-Aside Funds.

In addition, the City encourages minority business outreach in all of its federally assisted (CDBG and HOME) construction work in excess of \$2,000. As part of the Notice Inviting Bid procedures, the City requires subrecipients undertaking improvements, reconstruction, or rehabilitation of community and private facilities, infrastructure projects, and affordable housing development to comply with the City's Good Faith Effort Policy. The policy encourages contract participation by small/minority/women/disadvantaged business enterprises, and require equal employment opportunity for all individuals and business concerns.

Citizen Participation Plan 91.105(d); 91.115(d)

Description of the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

Pursuant to 24 CFR Part 91, the City is soliciting public review and comment on the draft 2014-15 Consolidated Annual Performance and Evaluation Report (CAPER). The public review period is 15 days (September 5 to September 21, 2015). The 2014-15 CAPER will be available for public review on the City's website at:

<http://www.burbankca.gov/departments/community-development/housing-economic-development/community-development-block-grant-1480>

CDBG (CR-45) 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

The City's HUD-approved Annual Action Plan for program year 2014-15 did not require any substantial amendments in accordance with City's adopted Citizen Participation Plan.

[Brownfield Economic Development Initiative (BEDI) grantees] Describe accomplishments and program outcomes during the last year.

Non-applicable.

DRAFT

HOME (CR-50)91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

All projects for which an inspection was conducted and a finding occurred is described in the CAPER's Appendix – HOME Monitoring Results. All units initially determined to be non-compliance with housing codes and applicable regulations have been remedied.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units.

92.351(b)

Annually, the City conducts a review Affirmative Marketing Plans of all affordable rental housing developments. An assessment of the owner's adherence to the plan and marketing practices is conducted. For new construction and rehabilitation of rental project activities, the City requires the owner/developer to have in place an Affirmative Marketing Plan prior to any lease-up activities occurring.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

During FY 2014-15, the City did not generate or collect any HOME Program Income.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing).

91.320(j)

Non-applicable

HOME Monitoring Results

Housing Quality Standards (HQS) Inspection Report

Property Address/(Owner)	Site Visit Date	Clearance	Finding	Comments
				The HOME affordable housing units inspected in FY 2014-15 had no significant findings.

Analysis of Impediments to Fair Housing Choice

Fair Housing Actions as of June 30, 2015

Fair Housing Activity: Education and Outreach				
	Recommendation	Responsible Agency/Program	Resources Available/Required	Timeframe/June 30th Status Update
1-1	Continue to conduct focused outreach and education on the Fair Housing Act to residents, real estate professionals, apartment owners/managers, financial institutions, and advocacy groups	City staff and the Fair Housing Council of San Fernando Valley (FHC)	CDBG, HOME Administration, and other funding sources.	<p>Timeframe: Ongoing</p> <p>Status: FHC conducted a fair housing and risk management training for property owners, managers, and leasing staff in July 2014. The training focused on state and federal fair housing laws, prohibited activities under the law, an explanation of protected categories, case studies, risk management strategies and question and answers.</p>

Fair Housing Activity: Enforcement				
	Recommendation	Responsible Agency/Program	Resources Available/Required	Timeframe/June 30th Status Update
2-1	Continue to provide investigation and response to allegations of illegal housing discrimination and refer, as applicable	FHC	CDBG	Timeframe: Ongoing Status: During the 2014-15 program year, FHC responded to 20 inquiries related to counseling/investigation. Nine out of 20 inquiries resulted in open cases/investigations.
2-2	Continue to provide general counseling and referrals regarding landlord-tenant issues and refer complaints to the Landlord-Tenant Commission	FHC, Burbank Housing Authority (BHA), Landlord-Tenant Commission		Timeframe: Ongoing Status: Landlord and tenant services are provided both through the BHA and Landlord-Tenant Commission, as well as through FHC. In 2014-15, a total of 70 calls were received by the BHA regarding tenant/landlord issues.

Fair Housing Activity: Monitoring Lending, Housing Providers, and Local Real Estate Practices

	Recommendation	Responsible Agency/Program	Resources Available/Required	Timeframe/June 30th Status Update
3-1	Continue to provide homeowners resources on mortgage fraud prevention and promote the use of HUD-certified, nonprofit mortgage counseling agencies.	FHC and City	CDBG and HOME Administration	<p>Timeframe: Ongoing</p> <p>Status: Continuously update the City's website on resources for homeowners http://www.burbankca.gov/departments/community-development/housing-economic-development/housing/foreclosures</p> <p>FHC continuously provides workshops and one-on-one counseling to homeowners on foreclosure prevention, advocacy, and counseling.</p>
3-2	Continue to monitor real estate advertisements in local newspapers for content and compliance with HUD fair housing guidelines	FHC		<p>Timeframe: Ongoing</p> <p>Status: FHC continues to monitor the real estate advertisements of the Burbank Leader, the Daily News, Los Angeles Times, and Craigslist for content and compliance in accordance with HUD guidelines.</p>

Fair Housing Activity: Land Use Policies to Affirmatively Further Fair Housing Choice

	Recommendation	Responsible Program	Resources Available/ Required	Timeframe/June 30th Status Update
4-1	Solicit input from appropriate partners on any Municipal Code amendments or procedures related to special needs housing.	City		<p>Timeframe: Ongoing</p> <p>Status: The City will affirmatively solicit public comments and review from interested parties, community organizations, advisory groups, boards/commissions/committees on any Municipal Code Amendments, ordinances, policies, studies, etc. regarding special needs housing.</p>
4-2	Provide continuous utilization of the City's Inclusionary Housing Ordinance as a tool to integrate affordable units within market rate projects.	City		<p>Timeframe: Ongoing</p> <p>Status: On June 15, 2015 the California Supreme Court upheld the authority of cities and counties to enact laws requiring builders to include a certain number of affordable units in each development. Associations such as the California Building Industry argued against the ruling claiming it is government confiscation of property and can be justified only if a particular development would cause a shortage of affordable housing. In a 7-0 ruling the Court rejected their argument on the basis that inclusionary housing laws, which require some units in each development to be priced below market rates, are similar to local regulations controlling housing size and density. Currently this ruling only applies to for-sale residential development.</p>

Fair Housing Activity: Increasing Geographic Choice in Housing

	Recommendation	Responsible Program	Resources Available/ Required	Timeframe/June 30th Status Update
5-1	Continue to provide financing for affordable housing projects, with special consideration for projects that set aside units for extremely low-income households and persons with disabilities.	City	HOME; private and other public funding	Timeframe Annually as funding permits Status: The City will continue to explore opportunities to address the needs of households that are cost-burdened, overcrowded, and most vulnerable of becoming homeless.